

VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Regional Manager</u>	CLASSIFICATION CODE: <u>02823400</u>
	SALARY RANGE: <u>Gr 35 \$58249-66040</u>	REFERENCE POSITION NO.: <u>1255-10000</u>
	Department of Human Services/Management Svs.	APPLICATION PERIOD: <u>9/09/04 - 9/15/04</u>
	Division/Section/Unit <u>Region II</u>	GRACE PERIOD ENDS <u>9/20/2004</u>
	Assignment(s) / Comments <u>Please Apply by Resume Only</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00 NS</u>	Job Location: <u>Warwick with Regional Coverage</u>
	Restrictions/Limitations: <u>None</u>	Responsibilities
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No	
	Name of Bargaining Unit Union: <u>RIASSE Local 580</u>	
	There is <u>X</u> is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
Please refer to attachment		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	Possession of a master's degree in social work, public administration, or business administration; and considerable employment in a responsible supervisory and administrative capacity directing human service programs; or any substantially equivalent education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Ann DeBonis	Telephone #: <u>401-462-2481</u>
	Department of Human Services	Fax #: <u>401-462-2041</u>
	600 New London Avenue	TTY/TDD #: <u>401-462-3363</u>
	Cranston, RI 02920	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**Department of Human Services
Management Services**

**Regional Manager
1255-10000
Region II**

Duties and Responsibilities – In cooperation with the Administrator for Field Operations, to plan, organize and coordinate the field office operations within the Region in order to administer the Department's various financial, health and social service programs.

To be responsible for the planning and scheduling of the daily operations that implements the Department's programs through subordinate supervisory staff.

To represent the Department at meetings and conferences with individuals, human service agencies and community agencies in order to both explain the Department's policies and to provide a leadership role in the coordination of the Department's programs with other community programs in order to meet identified community needs.

To be responsible for the management and maintenance of the building facilities in conjunction with the appropriate city/town and state officials.

To handle in conjunction with the Human Resources Office and the Administrator for Field Operations, the personnel issues within the Region including such issues as evaluating personnel needs, hiring of new personnel and disciplining personnel.

To insure through staff meetings and written and oral communication that all staff within the Region are aware of the policies and procedures used to implement the Department's programs.

To work with personnel in Staff Development, Individual & Family Support Services, Health Care and Quality Financing and Purchasing, Community Outreach and Management Services staff to meet staff needs for training and professional development.

PLEASE APPLY BY RESUME ONLY